



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



HOMELESS PROGRAM COORDINATOR

\$42,300.70 - \$68,318.64 ANNUALLY

DESCRIPTION OF DUTIES: This is field and administrative work involving the day to day operations of homeless programs, including but not limited to, work coordinating the referral of homeless individuals and families to appropriate service providers, and establishing and maintaining cooperative relationships with community groups and service deliver agencies.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTES INCLUDE BUT ARE NOT LIMITED TO: Development departmental implementation of all aspects of homeless programs, develops a tracking system for clients/services and the necessary referral and internal forms, collection and preparation of data for daily situation reports, participates in the Miami-Dade Homeless Trust Provider's Forum activities, establishes a standardized client information referral and tracking system modeled after that used by the City of Miami, and fully compatible with the system under development by the Homeless Trust; performs administrative support for Office of Homeless Programs, to include assistance facilitating Homeless Committee meetings, provider meetings, and task force meetings.

REQUIREMENTS: Bachelor's Degree plus experience in the delivery of social services or related field. Experience may substitute for education on a year for year basis.

DESIRES: Bilingual

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Email: jobs@miamibeachfl.gov
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
ATTENTION: HPC-ANN

CLASS NO: **1048**
UC NO: **05105UO**